



Dairy Export Certification Guide

Applying for a Turkey Health Certificate

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Terms and Definitions

Term	Definition
Applicant	<p>An applicant is the entity, individual or company requesting the export certificate. A broker, shipper, manufacturer or end product user may act as the applicant. The applicant will be billed for the certification request. The Applicant does not need to be the Consignor.</p>
Approved facility	<p>An approved facility for the purposes of requesting a Turkey Health Certificate for composite products is a facility that appears on of the three Government lists below:</p> <ul style="list-style-type: none"> • Interstate Milk Shippers (IMS) list, maintained by the Food and Drug Administration (FDA) • FDA maintained European Union (EU) Dairy Plant Reference list (pdf) • Dairy Plants Surveyed and Approved for USDA Grading Service, maintained by the Dairy Grading Branch <p>If the plant that packaged the final product does not appear on any of the above lists you will need to contact AMS at DairyExportsQuestions@ams.usda.gov.</p>
Certificate of Conformance	<p>A Certificate of Conformance is a signed statement attesting to compliance with current Turkey regulations. Certificates of Conformance shall be on company letterhead, contain a legible address and telephone number and be signed by a company representative who can provide documentation to support claims of compliance. The attached Exhibit 2 provides an example of text to be included in completed Certificates of Conformance. Plants that use dairy ingredients will need to receive a Certificate of Conformance from the dairy ingredient supplier. The Certificate of Conformance must have lot numbers, dates, and any other information needed to</p>

	trace the finished product back to the raw milk.
Composite Product	A foodstuff intended for human consumption that contains both processed products of animal origin and products of plant origin and includes those where the processing of the primary products is an integral part of the production of the final product.
Consignee	Entity in the U.S. exporting the product.
Consignor	Entity receiving the product in Turkey.
Documentation Review	A Documentation Review is a review of the documents that demonstrate the compliance of the exported product with Turkey regulations. The documents will also be reviewed to assure that the product that was actually exported matches the information on the export certificate.
Electronic Document Creation System (EDOCS)	The Electronic Document Creation System (EDOCS) is the on-line system that allows exporters to request Turkey certificates by providing the information required for the certificate. After review and certification by the certifying authority the electronic document is sent to the Electronic Trade Document Exchange system (eTDE) where it can be accessed by the exporter and port authorities that the exporter designates in Turkey.
Electronic Trade Document Exchange System (eTDE)	The electronic Trade Document Exchange system (eTDE) is a web based system that allows exporters to assign ownership and designate ports authorities access to electronic export certification. The system receives certified information from EDOCS and allows access to the information by designated parties.

1.0 Purpose

This document will provide guidance on how to submit a Request for Turkey Health Certificate and how to complete the Certificate form.

Applicants requesting Turkey Health Certificates must complete the Turkey Health Certificate Request in the Electronic Document Creation System (EDOCS) at : <http://www.etde.usda.gov/edocs>.

For information on Turkey Export requirements please review the Turkey Health Certificate Program guide on the AMS Dairy Exports website.

2.0 Service Fees

Turkey certificates are billed at the rate of one hour at the published hourly rate. Certified copies are billed at the rate of ½ hour of the published hourly rate. Additional services, such as faxes or special handling will result in additional charges. Current hourly rates are published in the [Federal Register](#).

Service	Fees
Original Certificate	\$82.00
Amendment to Original Certificate	\$82.00
Certified Certificate Copy	\$41.00
Scanned .pdf Certificate (sent via e-mail)	\$41.00
Fax copy of Certificate (not certified)	\$4.00
Derogation	\$123.00

3.0 Application and Submission Information

3.1 Application Content

The following table provides instruction on completing each application section. The number in parenthesis () behind each label is the number of characters allowed by the system.

Line (character limit)	Instructions
APPLICANT NUMBER (10)	AMS Billing Account number. Contact DairyNFO@ams.usda.gov if you do not have an account number for dairy export certificates.
A. CONTACT NAME (50)	Individual to be contacted by AMS contact with questions regarding this certificate request
B. AMS BILLING ACCT. (50)	This seven digit number is the AMS applicant number from the Dairy Grading Branch billing system. Applicant numbers can be obtained or verified by sending an e-mail to DairyNFO@ams.usda.gov .
C. BILLING REFERENCE (25)	This is an optional field for your internal reference information. This information will appear on the monthly statement next to the charges

	for the export certificate. The information you provide will help to identify this particular request.
D. E-MAIL ADDRESS (255)	Provide an e-mail address for notifications regarding the processing and billing of this request.
E. CONTACT PHONE (40)	Provide a telephone number for AMS to contact you with questions. Include area code and country code if applicable.
F. FAX (40)	Provide a fax number where information regarding the certificate request can be directed.
MAILING INFORMATION	
G. COMPANY (75)	Provide the name of company to which the certificate should be mailed. If the request for the certificate is by a private individual, put NA (for not applicable) in this box.
H. CONTACT (75)	The addressee to receive the certificate.
I. STREET (75)	Provide the street address for the mailing address.
J. CITY (35)	Provide the city for the mailing address.
K. STATE (10)	Provide the state for the mailing address.
L. ZIP (35)	Provide the zip code for the mailing address.
I.1 CONSIGNOR	Name (75) Address (includes city and state) (225) Telephone Number of the consignee (entity receiving the product in the Turkey) (40) Postal Code (only required if it is part of the address of the consignee (35)
I.3 CENTRAL COMPETENT AUTHORITY	This will auto-populate and cannot be edited.
I.5. CONSIGNEE	Name (75) Address (includes city and state) (225) Postal Code (35) Tel. (entity receiving the product in Turkey) (40)
I.7. COUNTRY OF ORIGIN/ISO CODE	This will auto-populate and cannot be edited.
I.9. COUNTRY OF DESTINATION/ISO CODE	This will auto-populate and cannot be edited.
I.11. PLACE OF ORIGIN	Enter the following information for the approved facility from which the finished product being dispatched (Shipped). Name (35) Approval Number (35) Address (City and State) (225)
I.13. PLACE OF LOADING	Enter the port (city and state) of exit from the U.S. (place of loading on to the ship or plane). In cases where the port of exit is not known, the location (city and state) of the warehouse from which the consignment is shipped to the port of exit may be used.
I.14. DATE OF DEPARTURE	Enter the date of expected consignment departure from the U.S. This should be the date the consignment will depart from the port of exit, but may be the date the consignment departs the warehouse for the port of exit. This date must be after the date the certificate was approved by USDA.
DATE OF ARRIVAL	Enter the date the consignment is expected to arrive at the port of entry.

I.15 MEANS OF TRANSPORT	Select the method used to transport the consignment from the U.S. to Turkey. Only one method may be selected.
IDENTIFICATION (ID) (50)	List the name of the shipping line or airline that is expected to be used to transport the consignment to the port of entry in Turkey.
I.16. ENTRY BIP IN TURKEY	Enter the Turkey Border Inspection Post (BIP). This is the port of first arrival into Turkey. The official BIP code should be provided. The exporter should work with the importer to confirm that the official BIP code is used. A list of official Turkey code can be found in Exhibit 3 .
I.18. DESCRIPTION OF COMMODITY (100)	Include a general description of the exported products, e.g. milk, MPI, NFDM, casein, cheese, lactose, WPC, etc. This information should correspond to the HS code that will be entered in block I.19. . If the product is not a known dairy product then add “contains dairy” or add the actual dairy product name, abbreviation or initials.
1.19. COMMODITY CODE (HS CODE) (100)	Select the appropriate Harmonized System (HS) code(s) of the World Customs Organization for the products in the shipment. The exporter should work with the importer to confirm that the appropriate code is used.
I.20. QUANTITY	Enter both the GROSS and NET WEIGHT of the consignment. Turkey has indicated that both are required. Gross weight is the weight including the packaging. Net weight is the weight of the materials shipped not including packaging. Only METRIC units (i.e., MT, KG or grams) may be used.
I.21. TEMPERATURE OF PRODUCT (25)	Select the appropriate box for the commodity shipped
I.22. NUMBER OF PACKAGES (20)	Enter the total number of packages in the consignment. This number must equal the sum of the Net Weight of each product in 1.28. If this number is not correct then the program will generate an error. You must fix this error before submitting the request for approval.
I.23. SEAL NUMBER/ CONTAINER	Enter the CONTAINER (255) and SEAL NUMBER (255). Container and seal numbers (if applicable) must be included. Enter in N/A if shipping via air. You have a total of 200 container and seal numbers per request.
I.24. TYPE OF PACKAGING	Enter a brief description of the type of packaging, for example: 25 kg corrugated boxes; 25kg kraft bags with poly liners.
I.25. COMMODITIES CERTIFIED FOR:	Check the box for “Human Consumption.” This box must be checked by the applicant. AMS does not have authority to issue export certificates on products for animal feed. All certificates for animal feed products are issued by USDA Animal Plant Health Inspection Service (APHIS). By checking this box the applicant is certifying that the product is being exported as and will be used for human consumption.
1.27. FOR IMPORT OR ADMISSION INTO TURKEY	This will auto-populate and cannot be edited.
1.28. IDENTIFICATION OF THE COMMODITIES	MANUFACTURING PLANT - Provide the approval number of the treatment and/or processing establishment approved to export to the Turkey. A maximum of three plants may be included on one certificate. NUMBER OF PACKAGES (30) - Enter the total number of packages in the consignment from each approved plant.

	<p>SPECIES - Provide the species (Scientific name) from which the milk was obtained to make the product. The scientific name for cows is Bovine; for sheep is Ovine: and for goats is Caprine.</p> <p>NET WEIGHT - Enter the total net weight of the product form each approved plant. Only METRIC units (i.e., MT, KG or grams) may be used.</p> <p>BATCH NUMBER (255) - Provide all the batch numbers from each plant that are in this consignment.</p>
APPLICANT CERTIFICATIONS	All boxes must be checked before submitting the application for approval.

4.0 Submitted Application

4.1 Amendment Request

To request an amendment select the Certificate ID that needs amended from your queue in the eDocs system. Make the necessary changes, select save, attach courier label if you wish, and select submit.

Remember if you want to amend/supersede an amended certificate that you go to the latest amendment to amend/supersede. If not, then it will generate an error on our side and we will have to send it back to you to amend/supersede the correct request.

5.0 Record Retention

Applicants are subject to annual documentation reviews by the Dairy Grading Branch to verify that information provided on the requests and statements checked in eDocs regarding certificates of conformance are valid.

Maintain supporting documentation for one year following your certification request. The Dairy Grading Branch sends the original certificate to the address provided by the applicant and maintains an electronically scanned copy for 3 years according to records management requirements.

Maintain your account in good standing by remaining current on payment of bills associated with certification.

Exhibit 1 – Certificate of Conformance

(This Certificate of Conformance must be provided with each request for health certificates issued by the Dairy Grading Branch, Dairy Programs, Agricultural Marketing Service, United States Department of Agriculture, for shipment to the Turkey. **The Certificate of Conformance shall be provided on company letterhead that includes company name, address, and phone number.** This Certificate of Conformance shall be signed and dated for each shipment of product; “blanket certificates” are not acceptable.)

Certificate of Conformance

Applicant Turkey Certification:

I hereby certify that all of the dairy products and/or dairy ingredients used for the production of the products included in the attached request for certification were produced from raw milk meeting the somatic cell (400,000 per ml.) and bacterial standard plate count (100,000 per ml.) requirements of Annex I of the “Regulation on Specific Hygiene Rules for Food and Animal Origin”.

The signer of this Certificate of Conformance acknowledges sole responsibility for maintaining adequate records to trace the production and Certificates of Conformance for all dairy products or ingredient use in the products presented for certification. Failure to maintain such records will cause ineligibility to receive certifications to Turkey.

Signature and title of individual providing certification

Date

PRODUCT NAME, LOT NUMBERS AND MANUFACTURING DATES COVERED BY THIS CERTIFICATE OF CONFORMANCE ARE LISTED BELOW:

Exhibit 2 – Border Inspection Posts (BIP) in Turkey

Port	Port Code	Type
Agri	TR AJI	Airport
Ankara	TR ANK	Airport
Antalya	TR AYT1	Ship Port
Antalya	TR AYT	Airport
Ardahan	TR ARD	Airport
Artvin	TR AVN	Airport
Bursa	TR BTZ	Airport
Canakkale	TR CKZ	Ship Port
Edirne	TR EDI	Ship Port
Hatay	TR HAT	Airport
Igdir	TR IGD	Airport
Istanbul	TR IST1	Ship Port
Istanbul	TR IST	Airport
Izmir	TR IZM1	Ship Port
Izmir	TR IZM	Airport
Mersin	TR MER	Ship Port
Mugla	TR MUG	Airport
Sakarya	TR SAK	Airport
Samsun	TR SSX1	Ship Port
Samsun	TR SSX	Airport
Sirnak	TR SNK	Airport
Tekirdag	TR TEK1	Ship Port
Tekirdag	TR TEK	Airport
Trabzon	TR TZX1	Ship Port
Trabzon	TR TZX	Airport
Van	TR VAN	Airport
Yalova	TR YAL	Ship Port
Zonguldak	TR ZON	Ship Port

Contacts

If you have questions regarding submission requirements or other information contained in this document please contact the Dairy Grading Branch at DairyExportQuestions@ams.usda.gov.

For additional information or help with registration, please contact the eTDE system administrator at etdeadmin@usda.gov.